

**COUNTY OF SAN DIEGO, CALIFORNIA**  
**BOARD OF SUPERVISORS POLICY**

**Subject**

Tuition Refund Program

**Policy  
Number**

B-38

**Page**

1 of 2

**Purpose**

To provide a policy for use by department heads regarding reimbursement to County officers and employees for tuition costs of job-related courses at accredited educational institutions.

**Background**

The Tuition Refund Program as authorized by Section 77 of the Administrative Code was established by the Board of Supervisors by resolution on July 2, 1957 (Item No. 35), and amended by resolutions adopted March 13, 1962 (Item No. 34), May 14, 1963 (Item No. 42), December 5, 1967 (Item No. 35), and August 11, 1970 (Item No. 51). The Board of Supervisors adopted by resolution, a fifth amendment to the Tuition Refund Program Resolution and codifies said resolution through this policy.

**Policy**

It is the policy of the Board of Supervisors that:

1. Tuition actually paid for professional and technical courses taken in accredited educational institutions is refunded to the officer or employee provided that the following conditions are met:

- a. The subject matter of the course directly relates to a function of the County and will directly contribute to the performance by the officer or employee of the duties and powers of his/her County position or a County position to which he/she may become eligible for promotion.
- b. The department head has approved the application for tuition refund.
- c. The application has been submitted to and approved by the department head prior to enrollment in the course by the officer or employee. Where such prior approval cannot practicably be obtained, approval may be granted subsequent to enrollment.
- d. All tuition refund requests submitted for approval must list all outside educational assistance funding sources. A copy of the notice of award from the funding agent must be submitted with the request.
- e. Before requesting reimbursement, the officer or employee shall furnish evidence satisfactory to the department head of completion of the course with a grade C or better or, if no grade is given, of satisfactory completion of the course.

**COUNTY OF SAN DIEGO, CALIFORNIA**  
**BOARD OF SUPERVISORS POLICY**

**Subject**

Tuition Refund Program

**Policy  
Number**

B-38

**Page**

2 of 2

2. Maximum reimbursement for any course or courses shall be a dollar amount equal to the cost of six (6) summer school units at San Diego State University and no reimbursement will be made for any course or courses aggregating in excess of six units in any one semester, except for correspondence courses which shall not be subject to either of the foregoing limitations.

3. To receive reimbursement, the officer or employee shall: (1) secure the approval of the department head by furnishing upon completion of the course, receipts showing payment of tuition and the grade received or, if no grade is given, a certificate of completion; and (2) file a claim for reimbursement on Auditor and Controller's Form 115 through the department head.

**Sunset Date**

This policy will be reviewed for continuance by 12-31-08.

**Board Action**

1-23-79 (20)

3-6-79 (21)

10-6-82 (58)

11-6-84 (13)

7-26-88 (43)

12-12-89 (49)

6-5-90 (43)

10-23-90 (45)

12-18-90 (50)

5-15-96 (11)

6-15-04 (25)

**CAO Reference**

1. Department of Human Resources

2. Chief Financial Officer/Auditor and Controller